

Petition For
Trade Adjustment Assistance

U.S. Department of Labor
Employment and Training Administration



This is a petition for Trade Adjustment Assistance under Section 221(a) of the Trade Act of 1974, as amended.
See the Instructions and Information section on Page 2 for details on annotated items.

OMB Approval No. 1205-0342
Expires: 09/30/2003

1 *Either three workers or one duly authorized representative ¹ must sign below.*

Petitioner Information	Name	1. _____	2. _____	3. _____
	Home Address	_____	_____	_____
	City, State, Zip	_____	_____	_____
	Phone	_____	_____	_____
	E-mail	_____	_____	_____
	Separation Date	_____	_____	_____
	Signature	_____	_____	_____
Title (only required if a duly authorized representative is completing the petition) _____				

2 *Include company information for **each location** to be considered. Please attach additional sheets if more space is needed.*

Company Information	Company Name	_____	Company Contact ²	_____
	Location Affected	_____	Title	_____
	Address	_____	Phone	_____
	City, State, Zip	_____	Fax	_____
	Total Workers Affected	_____	E-mail	_____
	Is plant closing? _____ If so, when? _____	Company Web site	_____	
	Products produced by affected group	_____		

3 *Are job losses due to your company:*

	Yes	No	Unknown	Country
a. Shifting production to a foreign country?	_____	_____	_____	_____
b. Importing products made in a foreign country?	_____	_____	_____	_____
c. Losing sales to customers importing products from a foreign country?	_____	_____	_____	_____
d. Losing business as a supplier, assembler or finisher of products or components for a trade-affected company?	_____	_____	_____	_____

4 *If you answered 'Yes' to question 3(d), please include information about the trade-affected company and the business relationship between your company and theirs.*

a. Provide trade-affected company information.

Secondary Worker ³ Information	Company Name	_____	Company Contact ²	_____
	Location Affected	_____	Title	_____
	Address	_____	Phone	_____
	City, State, Zip	_____	Fax	_____
	Is plant closing? _____ If so, when? _____	E-mail	_____	
	Products produced by affected group	_____		

b. Specify your company's relationship to the trade-affected company. Does your company:

	Yes	No	Unknown
1) Supply components/unfinished or semifinished goods to the trade-affected company?	_____	_____	_____
2) Assemble/finish products made by the trade-affected company?	_____	_____	_____

5 *Include the date that this petition is being filed. Petitions that are not dated will be considered invalid.*

Date of Petition _____



Instructions

General Instructions – Type or print legibly. Complete all items. If more space is needed, attach additional sheets to this form. If available, attach any supporting documents such as statements by officials of the firm or newspaper articles.

Who may file a petition - A petition may be filed by a group of three or more workers, by a company official, by One-Stop operators or partners (including state employment security agencies and dislocated worker units), or by a union or other duly authorized representative of such workers. The workers on whose behalf a petition is filed must be, or have been, employed at the firm or subdivision identified in the petition. Workers' employment must be, or have been related to the production of articles (products) described in the petition.

Assistance in preparing a petition - Petitioners may request assistance in preparing this petition at their local One-Stop Center or by contacting their state dislocated worker unit, employment security agency or the Division of Trade Adjustment Assistance in Washington, DC (DTAA).

Filing a petition - Petitions must be filed with **both** the DTAA in Washington, DC *and* the Trade Adjustment Assistance (TAA) coordinator or the dislocated worker unit of the state where the workers' plant is located. If this petition includes multiple sites, copies of this petition must be filed with TAA coordinators or dislocated worker units of each state where sites are located. Use the information below for information on filing with the DTAA as well as with the TAA coordinator or dislocated worker unit in your state.

U.S. Department of Labor

Division of Trade Adjustment Assistance
Room C-5311, 200 Constitution Ave., NW
Washington, DC 20210
Phone - 202-693-3560
Fax – 202-693-3584, 3585
<http://www.doleta.gov/tradeact>

For One-Stop Information:
America's Service Locator
1-877-US2-JOBS
(TTY) 1-877-889-5627
<http://www.servicelocator.org>

Definitions

- ¹ **Duly Authorized Representative** – A duly authorized representative includes one of the following: a company official, a One-Stop operator or partner (including a state employment security agency or and dislocated worker unit representative), or a union or other duly authorized representative.
- ² **Company Contact** - The contact must be a company official knowledgeable about the company's production, sales and employment data or is able to obtain such information. That information is required for an investigation into the eligibility of a worker group for TAA and will be requested from the company contact after this petition is confirmed to be valid.
- ³ **Secondary Worker** – A worker in a firm serving as a Supplier to another firm affected by imports from, or a shift in production to, foreign countries; A worker in a firm serving as a Downstream Producer to another firm affected by imports from, or a shift in production to, Canada or Mexico.
 - **Supplier** – a firm that produces and supplies directly to another firm component parts for articles that were the basis for a certification of eligibility to apply for TAA.
 - **Downstream Producer** – a firm performing additional, value-added production processes (including final assembly or finishing) directly for another firm for articles that were the basis for a certification of eligibility to apply for TAA based on an increase in imports from, or a shift in production to, Canada or Mexico.

Information

Background - The Trade Act of 1974 (19 U.S.C. § 2317) established a Trade Adjustment Assistance Program to provide services to workers in firms adversely affected by imports from foreign countries. The Trade Act of 2002 amended TAA to extend eligibility to workers in firms affected by shifts in production to certain foreign countries; eligibility was also extended to certain secondary workers.

How this information will be used - The U.S. Department of Labor will use the information contained on this form to determine whether to begin an eligibility investigation on behalf of the petitioning workers. Typically, investigations take 40 days.

Obligations - Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Respondents' obligations to reply to these reporting requirements are voluntary. Public reporting burden for this collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Division of Trade Adjustment Assistance, Room C-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0342)